

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

August 1, 2023

The City of Mount Pleasant, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **federally funded 2023 Multimodal Sidewalk Project Pin No. 133669.00 from SR-243 (North Main Street), from 3rd Avenue to Gray Lane**. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have **unlimited** status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

Contract A

- Preliminary Engineering
- Project Design
- Right-of-Way
- Construction Inspection

Contract B

- Initial Administrative Start-Up oversight,
- Environmental Review,
- Uniform Act (Acquisition Services for Right of Way)
- Equal Opportunity/Title VI Compliance,
- Davis Bacon Labor Standards Compliance,
- Financial Management, and
- Close Out

Estimated Schedule for Performance of Work

- | | |
|-------------------------|---------------|
| • Funding Award | March 2023 |
| • NEPA Complete | June 2024 |
| • Design Complete | December 2024 |
| • Right-of-Way Complete | May 2025 |
| • Construction Complete | October 2025 |

Firms may request consideration by submitting a letter of interest along with qualifications to **the City of Mount Pleasant, 100 Public Square, Mount Pleasant, TN 38474 Attn: Kate Collier, City Manager**. All letters of interest must be received by **the City of Mount Pleasant** on or before **2:00pm on Wednesday, September 6th, 2023**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Payments will be made net 30 by check.

Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- Past work performance including quality of work, timeliness, and cost control;
- Capacity of firm to perform the work within time limitations;
- Familiarity of the firm with the problems applicable to the project; and
- Specialized experience or technical expertise of the firm with this type of project.

From the letters of interest, **the City of Mount Pleasant** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

The City of Mount Pleasant will evaluate the top 3 firms on the following criteria (relative weight):

- a. Ability and relevant expertise of the firm's personnel to be used in performing (15%).
- b. Past experience in the required disciplines with TDOT and/or other clients (15%).
- c. Qualification and availability of staff (10%).
- d. Demonstrated ability to meet schedules without compromising sound engineering practice (10%).
- e. Evaluations on prior projects with TDOT and other clients, if available (10%).
- f. Size of project and limited or unlimited prequalification status (10%).
- g. Amount of work under contract with TDOT and other clients (10%).
- h. Ability to perform work efficiently without compromising sound engineering practice (10%).
- i. Familiarity of the firm with the community's conditions and improvement needs (10%).

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <https://www.tn.gov/tdot/business-redirect/consultantinfo.htm>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **the City of Mount Pleasant**. For information on DBE certification, please contact David Neese at (615) 741-3681, (615) 253-1075 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.